



Ensuring eInvoice DTS Travel Match

RESOURCE ADVISOR
SAUSHEC-GME

ENSURE MATCH eInvoice + Commercial
Airline



STEPS

- Ensure \$\$\$ dollar amount in Travel, “commercial airlines” equal eInvoice
- If not, need to do a “change ticket” under Travel, the following steps are highlighted



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Address http://www.defensetravel.osd.mil/dts/site/index.jsp

Defense Travel System
A New Era of Government Travel

Search DTS Go!

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Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

DTMO Website

DoD Center for Travel Excellence
Single Source for Travel Information
[Click Here To Visit!](#)

System Status

DTS
DTS is Available

EWTS
EWTS is Available.

Recent Updates

- Using Government Travel Charge Cards at ATMs on 6/6
- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Are you experiencing DTS login issues?

Travel Assistance Center
Serving the DoD Travel Community
24 hours a day, 7 days a week
[Click here for more information](#)

First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE

Training
Click below to learn how to use DTS and for additional training resources.
TRAINING

Notices

- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Using Government Travel Charge Cards at ATMs on 6/6
- Are you experiencing DTS login issues?

ICE
Provide Feedback Here!

TRAX

ON TO DTS

ENSURE MATCH eInvoice + Commercial
Airline



Under Travel

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Logged In As: Document Name: RONEWORLEANSLO51610_V01 Screen ID: 1064.4 [Close Window](#)

Traveler Name: Document Type: Voucher [Help for this screen](#)

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Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

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SELECT THE TRAVEL TAB



Select Air

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Logged In As: Document Name: RONEWORLEANSLO51610_V01 Screen ID: 1070.1 [Close Window](#)
Traveler Name: Document Type: Voucher [Help for this screen](#)

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Air Travel

Please select a flight from the trip summary on the right to edit air reservations.

Trip Summary


Overall Starting Point		
Leave From:	RES: SAN ANTONIO, TX	Edit
Leave:	16-May-10	



Select Edit Option on Airlines

Flight Saved

\$269.40

 **American Airlines (AA)** Flight: **1490**

Depart: **SAT-San Antonio, TX** At **2:50 PM** On **Sat 15-May-10**
Arrive: **DFW-Dallas / Ft. Worth, TX** At **4:00 PM** On **Sat 15-May-10**
Class: **YCA - Y**
Confirmation Number: **DCAA*GTFLWX**
Ticket Number: **GTFLWX-CP**
Status: **BOOKED**
Seat Selection: **16A Seat**
[OSI-Other Supplementary Information](#)

Ticket **12-May-10**
Date:
Total Tax: **\$38.70** PassFacChg: **\$9.00** Fees: **\$0.00**
Issue Date:

Flight Details Entered:

Frequent Flyer:
Type:
Method of Reimbursement: **GOVCC-Individual**
CBA Label:
CBA Account:
Comments to the Travel Agent:
SEAT PREFERENCE: 16A
[Change Ticket Data](#)

Leave: **15-May-10**

Location 1: NEW ORLEANS, LA

Leave From: **RES: SAN ANTONIO, TX** **Edit**
TDY/TAD Loc: **NEW ORLEANS, LA**
Arrive: **15-May-10**
Leave: **19-May-10** **Edit**
Carrier/Flight: **American Airlines (AA) 1490** **Edit**
Conf/PNR: **DCAA*GTFLWX**
Depart: **2:50PM - 15-May-10**
SAT-San Antonio, TX (USA)
Arrive: **4:00PM - 15-May-10**
DFW-Dallas / Ft. Worth, TX (USA) (Int'l)
Carrier/Flight: **American Airlines (AA) 203** **Edit**
Conf/PNR: **DCAA*GTFLWX**
Depart: **4:50PM - 15-May-10**
DFW-Dallas / Ft. Worth, TX (USA) (Int'l)
Arrive: **6:15PM - 15-May-10**
MSY-New Orleans, LA (USA) (Moisant Int'l)
Carrier/Flight: **Southwest Airlines (WN) 2622** **Edit**
Conf/PNR: **ABWN*QK75XU**
Depart: **7:05PM - 19-May-10**
MSY-New Orleans, LA (USA) (Moisant Int'l)
Arrive: **8:15PM - 19-May-10**
HOU-Houston, TX (USA) (Hobby Apt)
Carrier/Flight: **Southwest Airlines (WN) 761** **Edit**

Double click



Next, click on change ticket data

Flight Saved
\$269.40
AA American Airlines (AA) Flight: 1490
Depart: SAT-San Antonio, TX At 2:50 PM On Sat 15-May-10
Arrive: DFW-Dallas / Ft. Worth, TX At 4:00 PM On Sat 15-May-10
Class: YCA - Y
Confirmation Number: DCAA*GTFLWX
Ticket Number: GTFLWX-CP
Status: BOOKED
Seat Selection: 16A Seat
[OSI-Other Supplementary Information](#)

Ticket: 12-May-10
Date:
Total Tax: \$38.70 PassFare Chg: \$9.00 Fees: \$0.00
Issue Date:

Flight Details Entered:
Frequent Flyer:
Type:
Method of Reimbursement: GOVOC-Individual
CBA Label:
CBA Account:
Comments to the Travel Agent:
SEAT PREFERENCE: 16A
[Change Ticket Data](#)

Leave: 15-May-10
Location 1: NEW ORLEANS, LA
Leave From: RES: SAN ANTONIO, TX **Edit**
TDY/TAD Loc: NEW ORLEANS, LA
Arrive: 15-May-10
Leave: 19-May-10
Carrier/Flight: American Airlines (AA) 1490 **Edit**
Conf/PNR: DCAA*GTFLWX
Depart: 2:50PM - 15-May-10
SAT-San Antonio, TX (USA)
Arrive: 4:00PM - 15-May-10
DFW-Dallas / Ft. Worth, TX (USA) (Int'l)
Carrier/Flight: American Airlines (AA) 203 **Edit**
Conf/PNR: DCAA*GTFLWX
Depart: 4:50PM - 15-May-10
DFW-Dallas / Ft. Worth, TX (USA) (Int'l)
Arrive: 6:15PM - 15-May-10
MSY-New Orleans, LA (USA) (Moisant Int'l)
Carrier/Flight: Southwest Airlines (WN) 2622 **Edit**
Conf/PNR: ABWN*QK75XU
Depart: 7:05PM - 19-May-10
MSY-New Orleans, LA (USA) (Moisant Int'l)
Arrive: 8:15PM - 19-May-10
HOU-Houston, TX (USA) (Hobby Apt)
Carrier/Flight: Southwest Airlines (WN) 761 **Edit**

Click on change
ticket Data

WATCH Invoice + Commercial
Airline



Logged In As: DAVID H STAMPER Document Name: RNEWORLEANSLO51610_V01 Screen ID: 1094.1
Traveler Name: RYAN T OLESZEWSKI Document Type: Voucher

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[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Op
Air Rail Rental Car Lodging

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[ADD Ticket Information](#)

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:	--Select--
* Description:	--Select--
* Ticket No:	CTO Fee (Central Bill)
* Ticket Value:	CTO Fee (Indiv Bill)
Cost:	Comm Air (Central Bill)
(If different from	Comm Air (Indiv Bill)
ticket value)	Comm Bus
* Departure Date	Comm Rail (Central Bill)
(mm/dd/yyyy):	Comm Rail (Indiv Bill)
Issue Date	Government Bus
(mm/dd/yyyy):	Government Plane
	Government Vessel
	Prepaid Bus
	Prepaid Plane
	Prepaid Rail
	Prepaid Vessel
	Shin Fare (Indiv Bill)

Trip Summary

Overall Starting Point

Leave From:	SAN ANTONIO
Leave:	16-May-10

Location 1: NEW ORLEANS, LA

Leave From:	NEW ORLEANS
TDY/TAD Loc:	NEW ORLEANS
Arrive:	16-May-10
Leave:	20-May-10

Carrier/Flight: American Airlines (AA) 676

Conf/PNR: DCAA#ENSNE

Depart: 16-May-10 0

SAT-San Antonio (USA)

Arrive: 16-May-10 1

DFW-Dallas (TX) (USA) (In

Carrier/Flight: American Airlines (AA) 1435

Conf/PNR: DCAA#ENSNE

Depart: 16-May-10 1

DFW-Dallas (TX) (USA) (In

Arrive: 16-May-10 0

MSY-New Orleans (USA) (Moisa

Type: Under DROP DOWN BOX, Select 'Comm Air (Indiv Bill) for those with travel card, Comm Air (Central Bill) for those few who DON'T!

ENSURE MATCH eInvoice + Commercial Airline



Ready to change “Ticket No.”

**Insert correct
\$\$\$ amount**

Note: This may be
\$0.00 here and you
Have to change
another air leg to
match

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: COMMAIR (Indiv Bill)

* Description: COMMAIR (Indiv Bill)

* Ticket No: See Attached Ticket 2

* Ticket Value: 0.00

Cost: 0.00
(If different from ticket value)

* Departure Date (mm/dd/yyyy): 05/16/2010

Issue Date

Overall
Leave I
Leave:
Locati
Leave I
TDY/T
Arrive:
Leave:
Carrier
Conf/P
Depart
Arrive:
Carrier
Conf/P
Depart
Arrive:



Ticket No changed

As you can now see,
it has "890" in front

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CTO Fee (Indiv Bill) ▼

* Description: CTO Fee (Indiv Bill)

* Ticket No: 890 See Attached Ticket 2

* Ticket Value: 0.00

Cost:
(If different from
ticket value) 0.00

* Departure Date
(mm/dd/yyyy): 05/16/2010

Issue Date
(mm/dd/yyyy):

Enter "CTO fee"
\$13.75

Overall Star

Leave From:

Leave:

Location 1:

Leave From:

TDY/TAD Lo

Arrive:

Leave:

Carrier/Flig

Conf/PNR:

Depart:

Arrive:

Carrier/Flig

Conf/PNR:

Depart:

Arrive:



SAVE IT

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P

* Ticket Value: ← **Flight fee added**

Cost:
(If different from
ticket value) ← **Flight fee added**

* Departure Date
(mm/dd/yyyy):

Issue Date
(mm/dd/yyyy):

* Ticket Date
(mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

CLICK "SAVE"

SAVE IT! →

Carrier/Flight:	American Airt (AA) 676
Conf/PNR:	DCAA*ENSNEA
Depart:	16-May-10 09: SAT-San Anton (USA)
Arrive:	16-May-10 10: DFW-Dallas / F TX (USA) (Int'l
Carrier/Flight:	American Airt (AA) 1435
Conf/PNR:	DCAA*ENSNEA
Depart:	16-May-10 12: DFW-Dallas / F TX (USA) (Int'l
Arrive:	16-May-10 01: MSY-New Orle (USA) (Moisant
Carrier/Flight:	American Airt (AA) 1575
Conf/PNR:	DCAA*ENSNEA
Depart:	20-May-10 07: MSY-New Orle (USA) (Moisant
Arrive:	20-May-10 08: DFW-Dallas / F TX (USA) (Int'l
Carrier/Flight:	American Airt (AA) 1037
Conf/PNR:	DCAA*ENSNEA
Depart:	20-May-10 09: DFW-Dallas / F TX (USA) (Int'l
Arrive:	20-May-10 10: SAT-San Anton (USA)

SAVE IT



How do you know if it added has been changed and it matches?





What did the eInvoice say was ticket fee?

\$ 414.80



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File Edit View Favorites Tools Help

Edit	3.	Taxi - TDY/TAD	05/20/10	\$25.00	Personal
Edit	4.	Taxi - TDY/TAD	05/20/10	\$25.00	Personal

SUCCESS

Miles: les

Per

Lodge

Accounting Summary

Actual/Estimate	10 KKBS 21T2 Edit	Allowed	10 KKBS 21T2 Edit
Accounting Code:		Accounting Code:	SDN: 0ZG3FX CIC: 203074KKBS41133
COM. CARR.-I:	\$428.55	COM. CARR.-I:	\$428.55
LODGING:	\$532.00	LODGING:	\$532.00
M&IE:	\$319.50	M&IE:	\$319.50
OTHER:	\$99.00	OTHER:	\$99.00
10 KKBS 21T2 Sub Total:	\$1,379.05	10 KKBS 21T2 Sub Total:	\$1,379.05
Calculated Trip Cost:	\$1,379.05	Calculated Trip Cost:	\$1,379.05

Disbursing Summary



Summary

- Check to see if eInvoice \$\$\$ matches what is on commercial air

Net Distribution			
Personal(\$):	\$448.68		
Individual GOVCC(\$):	\$702.30		
Total(\$):	\$1,150.98		
Document Totals			
Actual/Estimate		Baseline Trip	
COM. CARR.-I:	\$303.30	COM. CARR.-I:	\$303.30
LODGING:	\$399.00	LODGING:	\$399.00
M&IE:	\$248.50	M&IE:	\$248.50
OTHER:	\$200.18	OTHER:	\$200.18
Calculated Trip Cost:	\$1,150.98	Calculated Trip Cost:	\$1,150.98
Advances and Scheduled Partial Payments Summary			

Note: in our example, no match!



Summary continued

- If the eInvoice and Commercial airline don't match then
 - 1. Go to Travel, then Air
 - 2 Next, click on the first airline ticket
 - 3 Then go to change ticket data
 - 4 Enter a correct amount to ensure \$\$\$ match the \$\$\$ amount on eInvoice, then save
 - 5 Check the Commercial Air, if they now match, you are done, if not go to another air leg, edit and repeat until they match, then exit DTS
 - 6 Have your traveler sign it



Any additional questions, contact us
via email